



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134-5001

MCBO 12000.1

B 015

07 Oct 14

MARINE CORPS BASE ORDER 12000.1

From: Commander
To: Distribution List

Subj: CIVILIAN EMPLOYEE CHECK-IN AND CHECK-OUT REQUIREMENT

Encl: (1) UIC 00264 Check-In / Check-Out Sheet
(2) MCBQ Work Schedule Change Form

1. Situation. Civilian employees are not properly checking out thus creating inefficiencies and a waste of resources. Ensuring civilian employees are checked-in and checked-out at designated locations is imperative.

2. Mission. This Order directs appropriated fund (AFP) civilian employees assigned to the Marine Corps Base Quantico Command, Headquarters and Service Battalion, Security Battalion and the Quantico Legal Services Support Section to check-in when they arrive as a new employee and check-out prior to departure. Employees in these organizations are in Unit Identification Code (UIC) 00264, this code is also known as Employing Active Code (EAC).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Every civilian assigned to UIC 00264 will check-in when they arrive and check-out when they depart.

(2) Concept of Operations

(a) The current version of enclosure (1) can be found on the G-1, Civilian Manpower Branch SharePoint site, or picked up in Rm 230 of Lejeune Hall.

(b) Employees will visit each required physical location on the check-in/out sheet and obtain proof of their check-in/out sheet. This may be in the form of a signature, initials or stamp.

(c) Completed check-in/out sheets will be turned into Rm 230, Lejeune Hall within five days of arrival, or prior to departure.

(d) If the employee cannot or does not complete the check-in/out sheet, their supervisor will complete the process for them.

(e) Use of this check-in/out sheet does not preclude completing a required work-section check-in/out sheet.

(f) Activities requiring notification of employee departures will be sent information containing the departure of those who have checked out the previous two weeks.

b. Subordinate Element Missions

(1) G-1, Civilian Manpower Branch

(a) Maintain a current blank check-in/out sheet on the G-1, Civilian Manpower Branch SharePoint site.

(b) Verify employees have completed their check-in/out sheet when it is turned in.

(c) Notify activities requiring notification every two weeks of employees who have checked out since the last notification.

(2) Divisions, Battalions and Staff Sections

(a) Contact prospective employees who have received a firm job offer from the Human Resource and Organizational Management (HROM) office and provide them reporting information. Specifically;

1 New employees first must report to HROM and complete new employee processing.

2 Upon completion of processing at HROM, they will report to the Civilian Manpower Branch, Rm 230, Lejeune Hall.

3 Then, they will report to their selecting official or supervisor, and complete the check-in process. New employees will need the location where they can find their selecting official or supervisor and where they will report to work normally.

(b) Ensure all employees check-in/out using the current check-in/out sheet and it is returned complete to the Civilian Manpower Branch, Rm 230, Lejeune Hall within five days of arrival; or prior to their departure. If an employee cannot or fails to check-out, the employee's supervisor will complete the check-out process for the employee.

(c) Supervisors of departing employees will need to complete enclosure (2), MCBQ Work Schedule Change Form, and submit it to the payroll office. To complete the form:

1 Enter the employee's name.

2 Enter the employee's Shop ID/Cost Center Code.

3 Enter the effective date of departure. This is not necessarily the last day at work. Normally it is the last day on the payroll and last day of a pay period.

4 Enter "P" in the T&A Status Code block.

5 Sign and date the form.

6 The employee can then deliver the form when they check-out with payroll or the completed form can be emailed to: MCBQ_Payroll@usmc.mil.

(3) Physical Check-In / Check-Out Locations

(a) Notify the Civilian Manpower Branch if a unique stamp or specific signature is required to validate check-out.

(b) Take appropriate action.

(4) Notification Check-In / Check-Out Locations. Take appropriate action.

c. Coordinating Instructions. The Quantico HRQM office will advise employees joining or planning to depart UIC 00264 to report to Rm 230, Lejeune Hall.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to G-1.

5. Command and Signal

a. This Order is applicable to appropriated fund (AFP) civilian employees assigned the Marine Corps Base Quantico

Command, Headquarters and Service Battalion, Security Battalion
and the Quantico Legal Services Support Section.

- b. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read 'A. D. Broughton', written over a horizontal line.

A. D. BROUGHTON
Chief of Staff

DISTRIBUTION: A

UIC 00264
Check-In / Check-Out Sheet

For use by APF civilian employees assigned to the Marine Corps Base Quantico Command, Headquarters and Service Battalion, Security Battalion and the Quantico Legal Services Support Section.

PII WARNING

This document contains Personally Identifiable Information (PII) which is "For Official Use Only" (FOUO). The information may be FOUO because it includes information protected by the Privacy Act of 1974 and must be safeguard. Disclosure of information is IAW DoD 5400.11R. Any unauthorized use for disclosure is prohibited and may result in either civil or criminal penalties.

| Full Name: (First MI Last) | | Grade: (Pay/Grade) |
|--|--|---|
| Check appropriate block Checking – In (new employee to UIC 00264) <input type="checkbox"/> Resigning or End of Appointment <input type="checkbox"/> Transfer to another Federal agency <input type="checkbox"/> Retiring <input type="checkbox"/> Other: <input type="checkbox"/> | | MCBQ Work Section: MCBQ Supervisor Name: |
| Future Federal Agency Information (complete if transferring to another Federal agency) | | |
| Agency Name: | | |
| Mailing Address: | | |
| HR POC Name: | Phone Number: | |
| | Email Address: | |
| Employee Forwarding Information (complete in all cases) | | |
| Mailing Address: | | |
| Email Address: | Phone Number: | |
| Required Check – In / Check – Out Check-in/out between hours of 0800 - 1530) | | |
| Action | Activity | Location |
| Check-In & Out | Union (Local 1786) - only bargaining employees, those in BUS Code 1034 | (Bldg 1002, 640-6923) |
| Check-Out | Gov't Travel Charge Card APC | (Rm 229, Lejeune Hall, 784-2666) |
| Check-Out | Vehicle Registration | (Back gate - 27130A Telegraph Rd) |
| Check-Out | QACO - only if OGE-450 form has been completed | (Rm 215 Lejeune Hall, 784-3009) |
| Check-Out | HROM-EMAS | (1 st Floor, Mann Hall) |
| Check-Out | Supervisor – complete Close-out Appraisal; verify all gear and equipment has been turned-in; complete & submit work schedule change form | |
| Check-In & Out | Payroll Office | (Rm 18 Lejeune Hall, 784-4658) |
| Check-Out | DEERS ID Card Office – turn in CAC | (Little Hall, 784-2758) |
| Check-In & Out | Civilian Manpower Branch | |
| | return completed sheet to- | (Rm 232 Lejeune Hall, 432-1980) |
| The following activities will receive an email every two weeks with information on UIC 00264 civilian employee departures: Naval Clinic (Occupational Health), RCO (WAWF / APC Purchase Card), G-1 (Security), G-6 (Equipment, Email, Distribution List), Library, Safety (ESAMS), SJA (Traffic Court) and HROM (Staffing & EEO). | | |

MCBQ Work Schedule Change Form

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM07421-1, Time and Attendance Feeder Records (August 15, 2007, 72 FR 45798). AUTHORITY: 5 U.S.C. 301, Department Regulations: 10 U.S.C. 5013, Secretary of the Navy: 10 U.S.C. 5041, Headquarters Marine Corps; and E.O. 9397 (SSN) PRINCIPLE: This system is sometimes referred to as Standard Labor Data Collection and Distribution Application (SLDCADA). It maintains time and attendance data and labor distribution data that includes name, Social Security Numbers (SSN), work location, job order number, task orders, leave accrual data, occupational series, grade, pay period identification, time card certification information, special pay categories, work schedule, etc. PURPOSE: Tracking of time and attendance and labor distribution data for civilian, military, and contractor labor against job order numbers for financial purposes. ROUTINE USE: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) and the System of Records Notice. DISCLOSURE: Mandatory for time keeping and payment.

SSN

NAME (Last, First, Mi):

ACT UIC: 00264

Shop ID/Cost Center Code:

EFFECTIVE DATE:

T&A STATUS CODE:

AWS CODE

ROTATING CODE

*****PAY PERIOD TOUR OF DUTY*****

| | SUN | MON | TUE | WED | THU | FRI | SAT | SUN PAY on SAT |
|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 0730-1600 | 0730-1600 | 0730-1600 | 0730-1600 | 0730-1600 | 0730-1600 | 0730-1600 | |
| WK 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| SHIFT (1/2/3) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| NGT DIFF | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| WK 2 | 0730-1630 | 0730-1630 | 0730-1630 | 0730-1630 | 0730-1630 | 0730-1630 | 0730-1630 | |
| SHIFT (1/2/3) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| NGT DIFF | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

STANDING JON:

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) (2) (3)

PRINT NAME OF SUPERVISOR

SUPERVISOR'S SIGNATURE

DATE SUBMITTED

--FOR OFFICIAL USE ONLY--
Privacy Sensitive: any misuse or unauthorized disclosure may result in both civil and criminal

Please complete this form, digitally sign, attach to an e-mail and submit to: MCBQ_Payroll@usmc.mil

RESET FORM

SUBMIT FORM